



COMDTINST 1131.22A

24 FEB 1993

COMMANDANT INSTRUCTION 1131.22A

Subj: Maritime Academy Reserve Training Program (MARTP)

1. PURPOSE. This Instruction promulgates policy concerning the implementation of a Maritime Academy Reserve Training Program (MARTP) at the following State Maritime Academies: California Maritime Academy, Great Lakes Maritime Academy, Maine Maritime Academy, Massachusetts Maritime Academy, State University of New York Maritime College, and Texas A & M University at Galveston. This Instruction applies to all military personnel and civilian applicants.
2. DIRECTIVES EFFECTED. COMDTINST 1131.22 is cancelled.
3. BACKGROUND.
  - a. The Maritime Academy Reserve Training Program (MARTP) was created to increase the number of technically trained officers with industry related backgrounds. MARTP is designed to attract the highest performing cadets to a Coast Guard Reserve commissioning program at the end of their freshman year. Upon completion of the MARTP and graduation, the cadets will be commissioned as ensigns in the Reserve. The cadets will be also offered the opportunity to compete for active service via the Maritime Academy Graduate Direct Commission (MARGRAD) Program and other direct commissioning programs. The program objectives are to provide highly qualified prospective Coast Guard officers with the broadest experience and

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3.
  - a. (cont'd) enhanced potential to excel as a Regular or Reserve career officer. MARTP also provides cadets with field experiences with marine inspectors, investigators, and pollution responders which enable the students to better understand Coast Guard missions and carry back positive experiences to their classmates and the marine industry.
  - b. The aforementioned academies are State operated institutions where cadets pay tuition and board. To assist in offsetting the cost of their education, MARTP participants will receive Reserve drill pay commensurate with their enlisted pay grade (normally E-3) for periods of authorized training. They are also eligible for Montgomery G. I. Bill benefits and Maritime Administration Student Incentive Pay (SIP).
4. ELIGIBILITY. MARTP applicants must meet the following criteria:
  - a. Age. Must be at least 18 years of age but not have reached age 26 by August 31 of the year of entry into the MARTP.
  - b. Dependent status. Not more than two dependents. Refer to Chapter 3 of the Recruiting Manual, COMDTINST M1100.2B, for guidelines.
  - c. Citizenship. Must be a U.S. Citizen.
  - d. Education. The following criteria must be met:
    - (1) Be enrolled as a full time student in a state Maritime Academy cadet program working towards a baccalaureate degree and a Coast Guard issued license.
    - (2) Be a freshman, or a sophomore if enrolled in a 5 year program.
    - (3) Must have and maintain a minimum grade point average of 2.5 (4.0 scale).
  - e. Qualification test. Take the Armed Services Vocational Aptitude Battery (ASVAB) exam and achieve a qualifying score for enlistment into the Coast Guard Reserve.
  - f. Military status. The following criteria must be met:
    - (1) Applicants may not be a member on active duty in any other Armed Force of the United States.
    - (2) Reservists on inactive duty with another Service must include a conditional release (DD-368) from the

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4. f. (2) (cont'd) losing component which states that the applicant will be discharged upon acceptance into the Coast Guard Reserve. Coast Guard Reserve members (e- 5 and below) are eligible.
- g. Physical requirements. Applicants must meet the Coast Guard Reserve commissioning requirements as listed in the Coast Guard Medical Manual, COMDTINST M6000.1 (series) Chapter 3.
- h. Conscientious objector. any person who is a conscientious objector, whether or not so classified, is not eligible for this program. Persons whose moral, or ethical beliefs conflict with their ability to perform unrestricted military duty on a 24-hours-day, 7 days a week basis are not eligible.

## 5. TERMS OF SERVICE.

- a. Cadets who enter MARTP shall be enlisted and receive drill pay at grade level E-3 in the Coast Guard Reserve. Cadets already serving in the Coast Guard Reserve, in pay grades E-4 or E-5 at the time of MARTP acceptance, will retain their rate and will continue to receive drill pay commensurate with their current pay grades. MARTP cadets will incur an 8 year Reserve obligation to include a minimum of 6 years active drilling in the Select Reserve (48 drills and 2 weeks active duty per year) followed by 2 years in the Individual Ready Reserve. Cadets already in the Coast Guard Ready Reserve will be extended by contract to have a minimum 6 year obligation. Three of the obligated Ready Reserve years will be completed while in full time attendance at a Maritime Academy. All MARTP cadets will be placed into a low priority mobilization billet.
- b. MARTP participants shall be ineligible for enlisted advancement while in the program and shall not be required to complete advancement related correspondence courses or performance qualifications. MARTP participants who enter the program as petty officers, due to service in the Coast Guard Reserve, will be locked into their current rank and rating.
- c. Program selectees will attend modified Reserve Enlisted Basic Indoctrination (REBI) training, in lieu of normal basic training, during the last 2 weeks of August prior to the start of their sophomore year (junior year for 5 year programs). During the last 2 weeks of August prior to the start of the First Class (senior) year, each MARTP participant will be required to complete Maritime Academy Officer Candidate Indoctrination training. MARTP Cadets are also expected to successfully complete the MARTP

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5. c. (cont'd) training curriculum as part of their drilling requirements.
- d. MARTP cadets will be administratively assigned to a Reserve unit associated with the sponsoring Marine Safety Office. Cadets will drill directly with the MSO active component under the direction of the MARTP Coordinator. The intent of the MARTP program is to familiarize participants with general Coast Guard missions and with each of the primary Marine Safety functions (PSS; MEP; Inspections; Investigations; and Personnel). A curriculum will be developed which describes performance goals and objectives. Cadets will not be required to obtain full Marine Safety program or watchstanding qualifications. MARTP participants should not spend time on limited value duties such as gate guard, phone watch, messenger and grounds keeping. It is intentional that participants, unless previously obtained, do not have petty officer rank or law enforcement authority. MARTP cadets will drill directly with active duty personnel under the direction of the MSO MARTP coordinator.
- e. Cadets who complete MARTP will receive a commission as an ensign, USCGR. These individuals will, in the absence of selection into an active duty direct commissioning program, complete their initial service obligation in the Ready Reserve. If a billet is available, they will be assigned to a drilling unit in the Selected Reserve (SELRES). Graduates sailing in the maritime industry may satisfy drilling obligations by assignment to Reserve Training and Pay Category (TRAPAYCAT) E, where they are not required to drill on a monthly basis but must perform 30 days of active duty per year. If a Selected Reserve billet is not available within reasonable commuting distance, as determined by the district commander (r), Ensigns commissioned through MARTP may elect one of the three options detailed in the MARTP Statement of Understanding, enclosure (1).
- Note: Involuntary assignment to the Ready Reserve will not jeopardized Montgomery G.I. Bill (MGIB) benefits.
- f. MARTP participants are eligible and encourage to apply for selection to Coast Guard Direct Commission Officer (DCO) programs and Officer Candidate School. This includes the MARGRAD and Engineering DCO programs. Selection into these programs leads to a commission as Ensign, USCGR with an initial 3 year active duty obligation.
- g. MARTP participants may fulfill their Reserve obligations (with Commandant's approval) by applying and being accepted into another Armed Service in Reserve or active duty status.

5. h. Maritime Cadets who request to withdraw from this program, fail to maintain an overall minimum 2.5 grade point average, drop out, are expelled from their Academy, have been subject to UCMJ punishment, or fail to complete the training curriculum will be evaluated on a case by case basis. Commandant (G-M) will convene a board, to include representatives from Commandant (G-P) and (G-R), to consider the cadet's removal from the program. Individuals failing to complete the program for these reasons will normally be required to compensate the Government by performing active duty service. Students that accept the MARAD SIP have a 2 year active duty enlisted obligation and are required to complete the remainder of their 6 year drilling obligation and 2 year Individual Ready Reserve obligation. Unique circumstances will be considered on an individual basis.
6. APPLICATION and SELECTION.
  - a. Applications must be submitted to the local recruiters by 15 January of the year for which applying. Applications shall include the following documents:
    - (1) A one page narrative statement, detailing the applicant's motivations for applying for the program and the individual's goals in the coast Guard.
    - (2) Three letters of personal recommendation. These recommendations should be from respective Academy staff members, former employers, or the commanding officer of a service unit.
    - (3) Report of Medical Examination, SF-88, and Report of Medical History, SF-93, with all copies signed.
    - (4) Official birth certificates or certified copy.
    - (5) Copy of Social Security Card.
    - (6) Evidence of citizenship (if applicable).
    - (7) Evidence of change of name (if applicable).
    - (8) Statement of Financial Obligation/Spouse's Consent, CG-4891.
    - (9) Request for Discharge or Clearance From Reserve Component, DD Form 368 (if applicable).
    - (10) Report of Separation From Active Duty, DD form 214 (if applicable).
    - (11) National Agency Questionnaire, DD Form 398-2 (original and four copies, all with original

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signatures). Copies may be forwarded after selection.

6. a. (12) Record of Military Processing-Armed Forces of the United States, DD Form 1966.  
(13) copy of marriage certificate and/or divorce decree (if applicable).  
(14) Copy of children's birth certificates (if applicable).  
(15) Police records Checks, DD Form 369.  
(16) Statement of Understanding, CG-3301.  
(17) Montgomery G.I. Bill Statement of Understanding (if benefits applied for).
  - b. A MARTP screening panel will visit each of the academies to interview qualified applicants between 15 February and 30 March. The screening panel will consist of representatives from Commandant (G-PRJ) and (G-MP), the local MSO or District (r) staff. An Officer Programs Applicant Assessment Form (CG-5527) will be completed for each applicant.
  - c. A selection board will be convened at Coast Guard Headquarters to select primary and alternate candidates no later than 15 April. At a minimum, this board will consist of representatives from Commandant (G-M), (G-P), and (G-R).
  - d. Selectees will submit the following documents to Commandant (G-PRJ) via local and regional recruiting offices:
    - (1) Fingerprint Cards, FD 258 (2 copies).
    - (2) Personnel Security Action Request OPNAV Form 5510/413.
    - (3) Authority for release of information, CG-5044.
7. ACTION. District commanders and supporting unit commanding officers shall comply with the contents of this Instruction. See the Marine Safety Manual, COMDTINST M1600.6, Vol. I and the Reserve Administration and Training Manual, COMDTINST M1001.27A for additional tasking.

/s/  
J. M. LOY  
Chief, Office of Personnel  
and Training

Encl: (1) Statement of Understanding - Coast Guard MARTP Program

**STATEMENT OF UNDERSTANDING  
COAST GUARD MARTP PROGRAM**

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4). Please initial each of the following statements, indicating that you fully understand and agree with each element of your enlistment program contract. If you have any questions about any statement, ask the recruiter before you initial it.

1. I, \_\_\_\_\_, understand that I am enlisting in the Coast Guard Reserve and that I am incurring a military service obligation of eight (8) years, unless I am discharged sooner. When I complete my obligation, I will be eligible for discharge, unless retained due to national emergency, war, or as otherwise authorized by law.
2. I am a high school graduate and currently enrolled in \_\_\_\_\_. I am scheduled to complete Reserve Enlisted Basic Indoctrination (REBI) on \_\_\_\_\_, in sufficient time to meet the date on which classes commence for the Fall Semester on \_\_\_\_\_. I certify that I intend to continue my education and that my education prohibits my enlistment in a program that requires 30 consecutive weeks of Initial Active Duty for Training.
3. I will be required to participate satisfactorily in the Selected Reserve for six (6) years if a billet within reasonable commuting distance is available. For the last two (2) years of my obligation, I may choose either to continue to participate in the Selected Reserve (assuming billet availability) or complete the remainder of my obligation in the Individual Ready Reserve (14 USC 713d; 10 USC 269; 10 USC 270).
4. I will be assigned to a Coast Guard Reserve Unit (CGRU) upon release from REBI. While completing my bachelor's degree, I will perform drills at a Marine Safety Office and be ineligible for promotion. I must continue to participate satisfactorily with a Selected Reserve Unit (assuming billet availability) for six (6) years from the date of my enlistment. Satisfactory participation includes:
  - a. Competent performance in at least 48 scheduled drills and at least twelve (12) days Active Duty for Training (ADT) each year from the date of my enlistment. If authorized by the district commander, I may complete not less than 30 days ADT each year as a substitute for the 48 drills and 12 days ADT.

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4. b. Suitable adaptability, appropriate military behavior and compliance with Coast Guard Uniform Regulations for the full term of my obligation. If I fail to participate satisfactorily, I may be discharged, possibly under other than honorable conditions, or I may be involuntarily ordered to active duty, for a period of 24 months, less any periods of active duty already served, including Active Duty for Training (ADT) (10 USC 637a).
5. I will keep my commanding officer informed of my address at all times.
6. If, after completion of my course of instruction at \_\_\_\_\_, I move to an area where a Selected Reserve billet is not within reasonable commuting distance (determined by the district commander), I may:
  - a. Be required to perform up to 30 days of ADT annually, instead of 48 drills and 12 days ADT, for the first six (6) years of my obligation; or
  - b. Request a transfer to a Reserve or active unit of another Armed Force; or
  - c. Apply for a hardship discharge, if eligible.
7. If I request to withdraw from this program, fail to keep an overall grade point average of 2.5 or higher, drop out of school, am expelled from my academy, or become subject to UCMJ punishment, my situation will be evaluated on a case-by-case basis. Commandant (G-M) will convene a board, to include representatives from Commandant (G-P) and (G-R), to consider my removal from the program.
8. I understand that successful completion of all MARTP training, participation and pre-commissioning requirements, and graduation from an approved Maritime Academy will result in my commissioning as ensign (O-1), United States Coast Guard Reserve. (Students of the Great Lakes Maritime Academy are eligible for MARTP only if they possess a bachelor's degree from an accredited institution). I also understand that upon commissioning, and in the absence of selection for participation in an active duty direct commissioning program, I will complete my initial service obligation in accordance with the aforementioned applicable sections of this MARTP Statement of Understanding.
9. I understand that one of the benefits of MARTP is eligibility for concurrent participation in the Student Incentive Payment (SIP) program offered by the Maritime Administration. I understand that if I participate in the SIP program and voluntarily resign from \_\_\_\_\_ I may be subjected to involuntary active duty not to exceed two (2) years.



10. I understand that I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my monthly pay.
11. As a member of the Coast Guard Reserve, I will be subject to the Uniform Code of Military Justice while performing Initial Active Duty for Training (IADT), Inactive Duty Training (IDT) (drills), Active Duty for Training (ADT), and all other active duty as authorized in orders to such duty. In time of international conflict, war, or national emergency, I may be involuntarily ordered to active duty for its duration and for six (6) months thereafter.
12. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters, subject to the jurisdiction of the United States (14 USC 2). As a member of the U.S. Coast Guard Reserve, I understand that I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard Reserve, I am obligated to engage in combat activities when ordered to do so.
13. This statement of understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

\_\_\_\_\_  
Signature of Enlistee

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Sign/Title of Enlisting Officer

\_\_\_\_\_  
(Date)

**DIST:** COMDT (G-RSM); CCGD\_\_ (r); Member